

**Template: Observations teaching**

**1. Make a group of 4 (= coaching team)**

You, as starting PhD student, look for a PhD student or postdoc with experience in teaching, who can act as a coach. Something you might take into account is that the teaching period of this coach falls before or simultaneously with your first teaching period. You may choose whether this coach belongs to your own or another research group or whether he/she teaches in the same course or not. In addition, you look for another starting PhD student and together with his / her coach, you form a group of four (= coaching team). Write the names of the members of your coaching team below.

|  |  |
| --- | --- |
| Your name |  |
| Name fellow starting PhD student |  |
| Name PhD student or postdoc with experience in teaching |  |
| Name PhD student or postdoc with experience in teaching |  |

**2. Observation of PhD students/postdocs with experience in teaching**

Observe two classes, one with each coach from your coaching team with the goal of learning how they approach a class.

During the observation, observe both the teacher and the students. Please pay attention to the following aspects:

* What kind of students are there in the class (attentive, active, noisy, prepared, lazy, ...)?
* What actions does the teacher take?
* How do students respond to these actions?
* What actions work? Which not? Why?
* Which overall structure does the teacher use?
* What do you see, of which you notice / suspect that the teacher has not seen it?
* ...

After the observation, have a short meeting with the teacher. You start the conversation with describing what you have observed and the possible questions that this raised with you. Some examples:

* Is this a typical group of students?
* How do you deal with certain behavior of the students?
* A remarkable situation that you have questions about
* A situation that you would find difficult
* ...

Complete the table below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Title course | Date course | Signature[[1]](#footnote-1) |
| Observation 1 |  |  |  |
| Observation 2 |  |  |  |

**3. Observation of your own class**

Invite at least one (if possibly two) coaches and another fellow-starting PhD student to observe your class. You can choose when you plan the observations and whether you first ask a coach or a fellow-starting PhD student to observe you or combine these observations.

The observation of a class takes at least 1 hour, the follow-up discussion at least half an hour.

During the follow-up discussion, you first start explaining how you experienced the class. After that, the observer can give feedback.

* How did you experienced it?
* What did you like / dislike?
* Which aspects did you find difficult / smooth?

Try to conclude this conversation with an analysis of strengths and weaknesses and concrete action steps to try next time. Make a short report of this discussion below.

|  |
| --- |
| Report of the discussion |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Title course | Date course | Signature1 |
| Observation by experienced PhD student/postdoc |  |  |  |
| Observation by starting PhD student[[2]](#footnote-2) |  |  |  |

1. Signature = signature of coach [↑](#footnote-ref-1)
2. The observation of your class by the coach and the starting PhD student can occur at the same time. [↑](#footnote-ref-2)